

Message Text

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13

ACTION OIC-04

INFO OCT-01 ARA-10 ISO-00 L-03 IO-03 DLOS-06 /027 W

----- 092532

R 252045Z JAN 74

FM AMEMBASSY CARACAS

TO SECSTATE WASHDC 2531

UNCLAS CARACAS 00816

E.O. 11652: N/A

TAGS: OCON

SUBJECT: ADMINISTRATIVE ARRANGEMENTS FOR LOS CONFERENCE CARACAS
JUNE 20 AUGUST 29, 1974.

REF: CARACAS 00167

EMBASSY HAS RECEIVED AN OFFER FROM LA OFICINA TO RENT FURNITURE
FOR USE OF CONFERENCE DELEGATION AMOUNTING TO DLRS 17,733.
FURNITURE TO BE PROVIDED WOULD CONSIST OF FOLLOWING:

50 JUNIOR EXECUTIVE DESKS	DLRS 70 EACH	DLRS 3,500
10 SENIOR EXECUTIVE DESKS	174	1,740
20 TYPISTS TABLES	29	580
50 JUNIOR EXECUTIVE CHAIRS	29	1,450
10 SENIOR EXECUTIVE CHAIRS	87	870
8 CONFERENCE TABLES(COMBINING TO SEAT 50)	220	880
15 FILE CABINETS	82	1,230
20 ELECTRIC TYPEWRITERS (HERMES)	210	4,200
150 VISITORS CHAIRS	19	2,850
1 UPHOLSTERED SOFA & 2 EASY CHAIRS		321
15 RUNNING METERS METAL PARTITIONS		
2METERS HIGH	7.50 PER METER	112
		17.733.

EMBASSY HAS ASKED ONE OTHER FIRM TO SUBMIT BID, BUT NO REPLY YET
RECEIVED; WILL FORWARD WHEN RECEIVED.

DUE TO CLOSING OF AID PROGRAM CARACAS JUNE 30 EMBASSY EXPECTS
TO HAVE LIMITED AMOUNT OF OFFICE FURNITURE AND EQUIPMENT
AVAILABLE FOR CONFERENCE USE. THESE ITEMS WILL CONSIST OF
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APPROXIMATELY 5 TYPIST DESKS, 10 FILE CABINETS, 20 OFFICE CHAIRS

& 1 SAFE. ALSO, AID/WASHINGTON HAS AGREED TO DEFER SALE 2
SEDANS FOR USE DURING CONFERENCE. IF DEPARTMENT AGREES, EMBASSY
WILL HIRE TWO TEMPORARY DRIVERS APPROXIMATELY DLRS 300 PER MONTH,
THUS SAVING COST OF RENTAL 2 VEHICLES WITH DRIVERS.
BECAUSE COST OF RENTAL OF FURNISHINGS APPEARS EXCESSIVE,
DEPARTMENT MAY WISH TO PURCHASE IN MIAMI THRU GSA AND FORWARD
FURNISHINGS TO POST VIA AIR FREIGHT. IF THIS ALTERNATIVE TO
RENTAL IS ACCEPTED, FURNITURE SHOULD ARRIVE AT POST AT LEAST
3 WEEKS BEFORE CONFERENCE STARTS TO PROCESS ITEMS THROUGH CUSTOMS.
AFTER CONFERENCE, ITEMS CAN BE SOLD ON LOCAL MARKET, BUT SALE
AMOUNTS NOT EXPECTED TO BE HIGH BASED ON PREVIOUS EXPERIENCE.
FISHER

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 25 JAN 1974
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1974CARACA00816
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: n/a
From: CARACAS
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1974/newtext/t19740116/aaaaaove.tel
Line Count: 73
Locator: TEXT ON-LINE
Office: ACTION OIC
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 2
Previous Channel Indicators:
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: CARACAS 00167
Review Action: RELEASED, APPROVED
Review Authority: shawdg
Review Comment: n/a
Review Content Flags:
Review Date: 20 JUN 2002
Review Event:
Review Exemptions: n/a
Review History: RELEASED <20 JUN 2002 by daviscw>; APPROVED <26 NOV 2002 by shawdg>
Review Markings:

Declassified/Released
US Department of State
EO Systematic Review
30 JUN 2005

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: ADMINISTRATIVE ARRANGEMENTS FOR LOS CONFERENCE CARACAS JUNE 20 AUGUST 29, 1974.
TAGS: OCON
To: STATE
Type: TE
Markings: Declassified/Released US Department of State EO Systematic Review 30 JUN 2005